



**Time and date**

6.30pm on Wednesday **23 April 2025**

**Place**

Upper Guildhall, Andover

<b>Councillors Present:</b>		Arrival time noted if after meeting start					
Cllr H Neate (Town Mayor)	✓		Cllr K Bird (Deputy Town Mayor)	✓			
Cllr J Cockaday	✓		Cllr M Farren	✓			
Cllr S Hardstaff	✓		Cllr A Horsnell	✓	6.33pm	Cllr J Hughes	✓ 6.43pm
Cllr K Hughes	✓		Cllr R Hughes	x	apologies	Cllr R Kidd	x
Cllr R Meyer	✓	6.43pm	Cllr E Reynolds	✓		Cllr T Burley	✓
Cllr G Walters	✓		Cllr L Gregori	x	apologies		

<b>Officers Present:</b>	Tor Warburton (Acting Town Clerk) Micha Young (Acting Deputy TC/RFO) Started at 6:30pm
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<b>Members of the Public:</b>	0
<b>County/Borough Councillors:</b>	0
<b>Members of the Press:</b>	0

**PUBLIC SESSION**

**C441/04/25** There were no Members of the Public present.  
(Councillor A Horsnell arrived at 6.33pm)

**APOLOGIES**

**C442/04/25** Apologies had been received from Councillors L Gregori and R Hughes.

**CO-OPTION**

**C443/04/25** Councillor T Burley declared an interest in the co-option and would not be participating in the voting procedure.  
Mr Jack Goodwin spoke to his application.  
It was proposed by Councillor J Cockaday and seconded by Councillor M Farren and **RESOLVED: Unanimously**, that Mr Jack Goodwin be elected as a Councillor, representing Romans Ward, within the Andover Town Council.

Signed as a true and accurate record of the meeting

Mayor / Chairman: ..... Date: .....

Councillor Goodwin signed his declaration of Acceptance of Office and took his place at the table.

(Councillors J Hughes and R Meyer arrived at 6.43pm)

## MAYOR'S ANNOUNCEMENTS

- C444/04/25** On 22 March, I attended the opening of Koala's new community hub on the High Street and saw the facilities there for supporting autistic and neurodivergent people in a safe place, which are having a positive impact on Andover residents.
- On 4 April, Councillors T Burley, A Horsnell and I met with the Rt Hon Kit Malthouse MP. He provided us with some feedback on the points raised in our letters of last July and November, including responses from Alex Norris MP, under-Secretary of State for Local Growth and Building Safety and Donna Jones, Police and Crime Commissioner, which I have shared with the Councillors and will arrange to be added to our website. Please note the funding that the Police Commissioner has made available for safer communities, is an entry in our Business Plan. I explained our Business Plan to the MP, who welcomed our approach. Our next meeting with the MP is on 12 September, as usual let me know by email if any councillor wishes to attend.
- On 16 April, I was pleased to cut the ribbon on the new minibus, delivering the Northern Test Valley Transport on Demand service, operated by Community First. Funded by the government, this flexible, bookable service will help to bring people in and out of Andover and I look forward to hearing how it helps plug gaps in current transport services.
- On Ward business, I took part in a community litter pick on 30 March. I have also been chasing Andover Police regarding the attempted early morning raid on the local shop.

## EXTERNAL REPORTS

- C445/04/25** Members received and noted the external reports received from Hampshire County Councillor D Drew.

## INTERESTS

- C446/04/25** Non-pecuniary declarations were received from:
1. Councillor E Reynolds, as a member of the Drove Association, and as an allotment plot holder.

## MINUTES

- C447/04/25** It was proposed by Councillor S Hardstaff and seconded by Councillor G Walters and **RESOLVED: Unanimously**, that the [Minutes](#) of the Town Council Meeting held on 19 March 2025, be accepted and signed by the Chairman as a correct record of the meeting.

- C448/04/25** The following Committee Minutes were received and noted:
- [Policy and Resources Committee](#): 8 January 2025
  - [Planning Committee](#): 24 February 2025
  - [Planning Committee](#): 17 March 2025
  - [Annual Electors Meeting](#): 5 March 2025

## CONTRACTUAL & DELEGATED PAYMENTS

Signed as a true and accurate record of the meeting

Mayor / Chairman: ..... Date: .....

**C449/04/25** Councillors received and noted the contractual and delegated payments that had been made in the period of from: 1 March 2025 to 31 March 2025.

#### **YEAR END 2024-2025 REVIEW**

**C450/04/25** It was proposed by Councillor K Hughes and seconded by Councillor K Bird and **RESOLVED: Unanimously**, that the following reports, be approved:

- [Bank Statements & Bank Reconciliation](#)
- [Final Budget Summary](#)
- [Cashbook](#)
- [Income & Expenditure](#)
- [List of Debtors & Creditors](#)
- [VAT Return Information](#)
- [Trial Balance](#)
- [Balance Sheet](#)
- [Additions](#) to the Asset Register and [Full List](#)
- [Draft Annual Return](#) Printout
- [Virements for Year End](#)

**C451/04/25** The Town Mayor and fellow Councillors conveyed their congratulations and thanks to the Officers on the successful and efficient completion of the Year End and Audit.

**C452/04/25** Members noted that the Policy and Resources Chairman, Councillor S Hardstaff had completed a check of the bank statements as per Financial Regulations 2.2.

#### **INTERNAL AUDIT**

**C453/04/25** The Internal Auditor [Mulberry & Co's](#) final report was noted.

**C454/04/25** Members noted that there were no actions required to be taken in response to the Internal Auditor's report.  
Members noted that as per C288/05/24, Mulberry & Co had been engaged for a three year term, which will end in 2027.

#### **AGAR**

**C455/04/25** Members noted the [Internal Audit Report 2024/2025](#).

**C456/04/25** It was proposed by Councillor K Hughes and seconded by Councillor K Bird and **RESOLVED: Unanimously**, that the [Annual Governance Statement \(Section 1\)](#) be approved and signed.

**C457/04/25** It was proposed by Councillor E Reynolds and seconded by Councillor T Burley and **RESOLVED: Unanimously**, that the [Draft Accounting Statement \(Section 2\)](#) be approved and signed.

**C458/04/25** It was proposed by Councillor J Hughes and seconded by Councillor K Hughes and **RESOLVED: Unanimously**, that the [Draft Notice of Public Rights and Dates](#) be approved.

#### **HR SUB-COMMITTEE TERMS OF REFERENCE**

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Mayor / Chairman: ..... Date: .....

- C459/04/25** Members received and reviewed the agreed amendments to the [HR Sub-Committee Terms of Reference](#), as recommended by the Policy and Resources Committee.
- C460/04/25** It was proposed by Councillor K Bird and seconded by Councillor M Farren and **RESOLVED: FOR – 10, AGAINST – 2, ABSTENTIONS – 0**, that an amendment be made to section 4b, Performance management, to read “To appoint a panel of 3 Members, from all Council Members.”
- Members returned to the substantive motion.
- C461/04/25** It was proposed by Councillor K Bird and seconded by Councillor S Hardstaff and **RESOLVED: Unanimously**, that the HR Sub-Committee Terms of reference, with the amendment, be approved.

#### **PUBLICATION SCHEME**

- C462/04/25** It was proposed by Councillor S Hardstaff and seconded by Councillor A Horsnell and **RESOLVED: Unanimously**, that the [Publication Scheme](#), as recommended by Policy and Resources Committee, be approved.

#### **GRANTS POLICY**

- C463/04/25** It was proposed by Councillor J Hughes and seconded by Councillor A Horsnell and **RESOLVED: Unanimously**, that the [Grants Policy](#) with the minor amendment, be approved.
- C464/04/25** It was noted that the Community and Events Terms of Reference would be amended to reflect this, when they are reviewed at the Annual May Meeting.

#### **MEETING SCHEDULE**

- C465/04/25** Members reviewed a [Meeting Schedule for May 2025 – May 2026](#).
- C466/04/25** It was proposed by Councillor S Hardstaff and seconded by Councillor A Horsnell and **RESOLVED: Unanimously**, that the Meeting Schedule for May 2025 – May 2026, be approved.

#### **LIGHT COLUMN SURVEY**

- C467/04/25** It was proposed by Councillor J Hughes and seconded by Councillor S Hardstaff and **RESOLVED: Unanimously**, that as recommended by Policy and Resources Committee, the full Structural Survey (as per C420/03/25) be completed this year, using quote 3 (£70 per column) and that the monies be taken from the CIL Fund, be approved.

#### **TOWN CENTRE IMPROVEMENT**

- C468/04/25** It was agreed to defer this item to a future meeting, once more information was available.

#### **INSURANCE**

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**C469/04/25** Members went into discussion regarding the increase options for Management Liability (ML) and Legal Liability (CLL).

**C470/04/25** It was proposed by Councillor S Hardstaff and seconded by Councillor K Hughes and **RESOLVED: FOR – 10, AGAINST – 1, ABSTENTIONS – 1**, that the option to increase ML and CLL cover to £1M - £370.84 + IPT = £415.34, be approved.

#### **PRIDE**

**C471/04/25** Members received a verbal update on the Pride event preparations from Councillor A Horsnell.

#### **VE 80 DAY**

**C472/04/25** Members received a verbal update report on the VE 80 Day preparations from Councillor K Bird. Councillor Bird also gave thanks to the Communication and Events Manager, for her consistent efforts in securing items for the event.

#### **DEVOLUTION**

**C473/04/25** Members noted that Andover Town Council's response to the Government consultation on the Mayoral CCA had been sent.

#### **FOOD WASTE PREPERATION**

**C474/04/25** It was noted that Test Valley Borough Council (TVBC) had been approached to give a presentation to the Members of the Andover Town Council, on Food Waste Preparation. Further information would be brought to the next Full Council meeting.

#### **COUNCILLOR REPORTS**

**C475/04/25** **Councillor J Cockaday**  
I was invited to Sutton Scotney for the launch of Stagecoach

**C476/04/25** **Councillor J Hughes**  
I've been helping with the Yellow Brick Road project. Also I helped a resident with his blue badge appeal, which was successful.

**C477/04/25** **Councillor M Farren**  
I was invited to judge a bunny competition.  
I'm continuing to pursue Hampshire County Council (HCC), regarding pot holes. Contacted TVBC with suggestions of where to move the Millway Road Community noticeboard.  
I am helping with the ongoing work for the setup of Pride and would like to mention that Councillor Horsnell has done a lot of work towards it too.

**C478/04/25** **Councillor A Horsnell**  
I have spoken to Southern Water regarding the leaks on Junction Road.

**C479/04/25** **Councillor T Burley**  
Alongside Councillors Neate and Horsnell, I attended the meeting with the Rt Hon Kit Malthouse MP, on 4 April.

**C480/04/25** **Councillor S Hardstaff**

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I've been chasing a salt bin for a resident since last winter, but keep getting pushback from TVBC as it's a HCC road. I will contact Councillor Z Brooks regarding how to obtain a salt bin.

## FUTURE ITEMS

**C481/04/25** (Councillor T Burley left at 7.35pm)  
The following item was requested to be added to the next Full Council agenda:

- Bloor Homes Planning application

(Councillor T Burley returned at 7.38pm)

**C482/04/25** A Member raised a point which related to the large amount of paper copies of agendas that were being produced for meetings. The Proper Officer would send an email to all Councillors for names of people that required a paper copy of agendas at meetings.

## EXCLUSION OF THE PRESS AND PUBLIC

**C483/04/25** It was proposed by Councillor K Bird and seconded by Councillor S Hardstaff and **RESOLVED: Unanimously**, that Members of the Press and Public be excluded from the meeting from item 25, due to the confidential nature of the agenda and to comply with GDPR.

## STAFFING

**C484/04/25** Members received an update staffing report.

**C485/04/25** Members noted the approved Minutes from the HR Sub-Committee meeting held on 20 March 2025 and the draft Minutes of the meeting held on 22 April 2025.

**C486/04/25** It was proposed by Councillor E Reynolds and seconded by Councillor S Hardstaff and **RESOLVED: Unanimously**, that awarding the staff a +1 pay point, be approved.

**C487/04/25** It was proposed by Councillor S Hardstaff and seconded by Councillor K Bird and **RESOLVED: Unanimously**, that a HR Panel be formed for the recruitment of the Town Clerk, which would consist of 2 Councillors and 1 external Member from HALC or NALC, be approved.

**C488/04/25** Members who wanted to be on the recruitment panel, were asked to put their names forward. Councillors K Bird, S Hardstaff, and J Hughes did not participate in the recruitment panel due to personal acquaintances with the Acting Town Clerk, in order to avoid any potential conflicts of interest.

The names received were Councillors E Reynolds, M Farren, G Walters and A Horsnell. It was decided to have a vote to select the 2 Councillors for the panel, with a reserve Councillor. The vote went as follows:

Councillor E Reynolds = 6

Councillor A Horsnell = 3

Councillor G Walters = 2

Councillor M Farren = 1

**C489/04/25** It was agreed that the Town Clerk recruitment panel would consist of Councillors E Reynolds, A Horsnell and an external member. Councillor G Walters would be the reserve member.

Signed as a true and accurate record of the meeting

Mayor / Chairman: ..... Date: .....

**NEXT MEETING**

**C490/04/25** Members noted that the date of the next Full Council meeting would be **Wednesday 7 May 2025, at The Upper Guildhall, Andover, at 6.30pm.**

**MEETING CLOSURE**

**C491/04/25** The Town Mayor closed the meeting at **8.10pm.**

Signed as a true and accurate record of the meeting

Mayor / Chairman: ..... Date: .....